



<h1>MISSING PUPIL POLICY</h1> <h2>SENIOR SCHOOL</h2>
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Governors' Committee normally reviewing:	Governance Committee
Date last formally approved by the Governors :	Autumn Term 2024
Date policy became effective :	October 2008

Period of Review:	Annually
Next Review Date :	Autumn Term 2025

Person responsible for implementation and monitoring :	Senior Deputy Head
Other relevant policies :	<ul style="list-style-type: none"> ● Attendance Policy ● Safeguarding (Child Protection and Staff Behaviour Policy) ● Safeguarding and Promoting the Welfare of Boarders Policy ● Educational Visits Policy ● Bereavement Policy ● Crisis Management Plan ● Pastoral Care Policy and Plan ● Site Security Policy ● Supervision of Pupils Policy

The following Policy encompasses the Aims and Ethos of the Senior School

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

1. INTRODUCTION

During term time it must at all times be firmly established between the HM (or AHM when in charge of the house) and the pupil's parents/carers whether a pupil is at home (or elsewhere) in the care of parents/carers' or in the School's care. This includes being clear about responsibility during journeys to and from school.

If a pupil misses a lesson or activity this is visible, via iSAMS, to that pupil's HM and AHM as soon as that registration is entered. When a pupil is absent from "AM" registration, and that absence is recorded on iSAMS, the CR Secretary will follow up swiftly, first with relevant members of staff (HM/AHM) and then with parents or carers, unless the HM is already aware of the whereabouts of the pupil.

The following procedures refer to times when a pupil has missed a lesson or activity and may have left the school site or may be in some other way be at immediate risk of harm:

2. ABSENCE FROM REGISTRATION AND LESSONS

If a pupil is absent at registration then the name together with the reason, if known, must be logged on iSAMS by the HM. If this is an unexplained absence it is entered as "N - Absent (reason not yet provided - TEMPORARY ONLY)", CR Secretary will follow up with relevant members of staff and then with parents or carers by telephone (as appropriate depending on the pupil's day/boarding status). If parents say they set out that morning, or were delivered to school that morning, the HM must be informed immediately, preferably in person. If the HM cannot be reached, another member of the house team must be informed and if they cannot be reached, a member of the SLT who will determine the next steps in line with this policy.

The attendance of all pupils needs to be checked by staff in all timetabled academic lessons and registered on iSAMS. If pupils are missing without a reason having been given prior to the lesson, and their name does not appear on iSAMS as absent for any reason, then the teacher records the absence on iSAMS, which is visible to all Pastoral staff. ***If there is reason to be concerned, all Pastoral Staff are immediately contacted about the absence via missingpupil@felsted.org.***

Reasons for pupil absence from lessons will be dealt with under the School's Behaviour and Discipline Policy and Safeguarding (Child Protection and Staff Behaviour) Policy. Pupils who are culpably absent from lessons are sanctioned with DHD (Deputy Head's Detention), while those who are culpably absent from house registrations will be dealt with in house, or by DHD for repeat offenders.

3. ATTENDANCE OF ACTIVITIES

Advance details of practices, games, matches and activities are provided to all pupils via iSAMS and/or SOCS and/or Google Calendar and/or school email. All are expected to attend as required unless they have been excused (almost always in advance) for a legitimate reason. Attendance at activities should be considered as seriously as that for lessons. Pupils who are off-ex for health reasons are given a standard chit from the Medical Centre for that activity. This is also recorded and available for staff to view on iSAMS. It is the responsibility of the member of staff taking an activity to check attendance, which is done via the register on iSAMS or SOCS.

As with unexplained absences from lessons, absences from Co-Curricular commitments are displayed to house staff on iSAMS but if a pupil is absent without reason and the member of staff is concerned about the pupil's whereabouts, Pastoral staff must be informed immediately via missingpupil@felsted.org. Where a member of staff is unable to complete the electronic register for a Co-Curricular activity (e.g. due to Wifi/data connectivity issues) and they are concerned about a pupil's whereabouts they should likewise contact the relevant pastoral staff immediately.

Pupils who are culpably absent from activities are sanctioned with a DHD (Deputy Head's Detention). Repeat offenders will be Gated by the Deputy Head, and in line with the School's Behaviour and Discipline Policy and Safeguarding (Child Protection and Staff Behaviour) Policy.

4. IN THE EVENT A PUPIL IS MISSING OR HAS MISSED A LESSON / ACTIVITY AND MAY BE POTENTIALLY MISSING AND AT RISK

- 4a The pupil's HM (or AHM) should be informed immediately, in person or by mobile. If they cannot be reached, a member of SLT must be informed, and at this stage it will be agreed who is in charge of this potential missing pupil situation.
- 4b The HM (or AHM), must immediately ascertain whether the absence is real or apparent. If it is thought that the pupil may indeed be missing, the Senior Deputy Head (or Head or alternative member of SLT in their absence) should be informed as soon as possible, while continuing to seek to establish the pupil's whereabouts. This should continue for a reasonable length of time that will be **no more than one hour** for any pupil – the degree of risk should be assessed, according to the age of the pupil, and any other information that is available (notes should be taken at this stage); the pupil may well return within this time.

Checking will include:

- that they are not on a list for an authorised activity such as an educational visit or a Music/LAMDA lesson;
 - establishing when they were last seen and registered in a lesson/activity;
 - looking in the pupil's room and those of his/her friends, including through HMs in other houses;
 - checking the Medical Centre, Wellbeing Centre, Library, Chapel, Chaplaincy Centre, and Coffee Shop,
 - staff, and then pupils, calling the pupil's mobile, sending them an email and message(s) (e.g. through Google Chat and social media);
 - asking their friends when they last saw them;
 - checking the wider school site and the village, including Linsell's;
 - checking whether a friend / boy or girl friend is off school that day and the missing pupil might be with them;
 - For a day pupil, or Contemporary Boarder, a check should be made that the pupil is not at home.
- 4c If practical, sensible searching of the immediate area should be undertaken, following any clues or information forthcoming from any source, including pupils.

- 4d The senior available person (Head, Deputy Head or their nominee) will subsequently make the decision to inform those with parental responsibility and, preferably with parental permission, the Police. Parents may be able to shed light on any unusual circumstances or provide some further information. However, even if the parents do not want to involve the Police, the school might well feel that the situation demands that they are contacted.
- 4e All the relevant information regarding the pupil must be readily available, including a full description as far as possible of the clothing in which the pupil was last seen. This should include an up to date photograph.
- 4f A record of the incident needs to be sent to the Designated Safeguarding Lead. Notes must be kept of salient points, any interviews or actions undertaken.
- 4g The search must be widened until the pupil's whereabouts become known. In the meantime other pupils must be reassured and staff (and the wider village community, including parents) informed as appropriate. The Head will decide whether to trigger the Crisis Management Plan depending on the circumstances.
- 4h For the period during which the whereabouts of the pupil are unknown, this must be given the highest priority. Effective and appropriate communication is crucial at all stages, including once the pupil is located, and confirmed to be safe and well.